



# Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545  
clvfd.org

## Board of Directors

Regular Meeting  
September 30, 2024  
Crystal Lakes Fire Station  
9:00 am – 11:00 am

### Minutes

**Purpose:** The District's business was conducted in this public meeting of the Board of Directors.

**Special Note:** This meeting was originally scheduled for September 19<sup>th</sup> but postponed to September 30<sup>th</sup> due to the Pearl Fire.

- I **Call to Order:** The meeting was called to order by Chair Robin Lauric at 9:00 am.
- II **Board Members Present:** President/Chair Robin Lauric, Secretary Susan Vance, Director Tamla Blunt, Director Todd Cook, and Treasurer Tom DeMint  
**Board Members Absent:** None
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark, Alex Alexander, and DEO Doug Race
- V **Approval of Agenda:** No changes were brought forth. Agenda stands approved.
- VI **Approval of Minutes:**  
Robin Lauric and Tom DeMint suggested some wording changes to the August 15, 2024, Regular Meeting Minutes under Treasurer's Report. Tamla Blunt moved to approve the August 15, 2024, Regular Meeting Minutes as amended, Tom DeMint seconded. Discussion: None

**Motion** to approve the August 15, 2024, Regular Meeting Minutes as amended passed unanimously.

Special Meeting Minutes August 17, 2024. No changes brought forth. Minutes stand approved.

## VII Officer Reports:

### a. **President's Report:** President Lauric read the following to the Board:

*I want to take this opportunity to extend a deep and heartfelt appreciation to our very own Crystal Lakes Volunteer Fire Department for their incredible performance with the Pearl Fire! It is the business of the Board to provide the services authorized in our Service Plan, and we simply cannot do this without the absolutely outstanding personnel that we have. Our first responders bravely stepped up to the challenge, an unknown challenge in so many ways. They gave our community something to come home to, something to be grateful for. For this we are all so very proud. I'd also like to thank those in our community who have spent time mitigating their properties and who heeded the evacuation orders, both of which play a vital role in alleviating additional unnecessary burdens on our first responders. Well done!*

President Lauric also mentioned that there was a nice turnout for the 2<sup>nd</sup> Annual Nacho Average First Responder Appreciation Event at Beaver Meadows. The food was good, the location was beautiful, and the attendees were top notch.

### b. **Treasurer's Report:** Treasurer Tom DeMint presented the monthly budget as prepared by Pinnacle.

Todd would like to see a more distinct breakdown of expenditures for the apparatus. A more comprehensive line-item menu was also discussed by the Board.

Chief Clark would like to review Department invoices before they are paid out. Mailbox keys were handed over to Chief Clark so he could review the mailed invoices prior to Treasurer DeMint's approval

Tom requested a standing finance committee to assist him with budget and finance policy. Robin Lauric moved to create a standing finance committee comprised of the Treasurer, a Board Member, and the Fire Chief. Tom DeMint seconded. Discussion: Tom would like this standing committee to review the budget, budgeting strategies, fiscal policies, etc. Tamla Blunt volunteered to be the Board Member on the committee.

**Motion** to create a standing finance committee comprised of the Treasurer, a Board Member, and the Fire Chief passed unanimously.

Tom received an invoice from Collins Communication for \$9266.40 to replace five (5) Department radios. The current radios are old 800 megahertz and need to be updated as they can no longer be programmed or upgraded. Chief Clark said that the Department is looking at replacing a total of twenty

(20) radios. Tom DeMint moved for the purchase approval of a total of twenty (20) new radios from Collins Communication. Robin Lauric seconded. Discussion: The Board agreed that the Chief would work with the Treasurer to purchase the radios in sets as finances allow.

***Motion** for the purchase approval of a total of twenty (20) new radios from Collins Communication passed unanimously.*

**VIII Chief's Report:** Chief Mike Clark provided his report to the Board. The full report can be found as an attachment.

Of note, The Fire Department was awarded a CDFPC Direct Distribution grant for \$15,959. Grant disbursements are for: 2 structure PPEs (turnout gear), 2 pair of structure boots, 2 wildland fire shelters, and 14 rescue PPE sets (coats and pants). Treasurer DeMint will work with Pinnacle to set this up in the budget. Robin mentioned that when the Board amended the 2024 Budget it was discussed that grants would be addressed as supplemental budgets. Tom will look into this with Pinnacle.

Alex Alexander has stripped Support 1 of some of its equipment and CLVFD markings. It is ready to sell. Tamla Blunt moved for the Fire Department to move forward with selling Support 1. Todd Cook seconded. Discussion: Proceeds from the sale of apparatus will be deposited into operations as an unanticipated revenue.

***Motion** for the Fire Department to move forward with selling Support 1 passed unanimously.*

**IX DEO Report:** Doug reported that everything is ready to turn into the County Clerk. The mill levy ballot issue number is 6F. The eligible voter address list identifies 333 property owners living in the CLFPD and the rest (1350 +/-) have mailing addresses outside of the District. Eligible voters will receive ballots automatically. Ballots will be mailed between October 11<sup>th</sup> – 18<sup>th</sup>.

**X Unfinished Business:**

**a. Department Rules and Regulations**

The Board discussed the Rules and Regulations that Chief Clark presented. The Board inquired about firefighter qualifications and encouraged a “broad brush” to allow for seasonal and part-time owner participation as well as opportunities to expand recruitment possibilities. Additional discussion focused on the Fire Chief having more discretion with the “probationary” designation. There was discussion about mutual aid and intergovernmental agreements. It was mentioned that the Department Rules and Regulations and District Bylaws should be complimentary and supportive in expectations, most notably in areas of sexual harassment, firearms technology. Upon final editing by the Chief, the Rules and Regulations will be sent to Lyons and Gaddis for review, and then will be ready for Board approval.

**Action:** Chief Clark will consider the Board suggestions and then send the Rules and Regulations to Robin to forward to legal counsel.

**b. Electronic Storage** This agenda item has been tabled for the next meeting as agreed upon by the Board.

## **XI New Business:**

### **a. FPPA**

Pension Chair Doug Race provided the Board members with the District's Pension Board Bylaws. Todd inquired if the pension funds had been paid for 2025 (this needs to be paid in 2024). The deadline for the 2025 FPPA matching funds is in November.

**Action:** Tom will check on the 2025 FPPA payment to be sure that it is paid.

The updating of the FPPA forms were discussed by the Board. Todd suggested that the Board Treasurer have access to the FPPA portal. The Board discussed the various positions and duties and agreed that the Treasurer shall be the contact for actuarial, member eligibility, and pension plan amendments; and that the member eligibility contact shall be the responsibility of the CLFPD Board President and the CLVFD Fire Chief. Robin moved for the Treasurer to be assigned the FPPA Actuarial Valuation Contact, Pension Plan Amendment Contact, and Plan Expense Contact; and that the Member Eligibility Contact(s) shall be the CLFPD Board President and the CLVFD Fire Chief. Todd Cook seconded. Discussion: The Authorization Form will be completed by the current Pension Board Chairperson, Doug Race, to reflect these changes.

**Motion** for the Treasurer to be assigned the FPPA Actuarial Valuation Contact, Pension Plan Amendment Contact, and Plan Expense Contact; and that the Member Eligibility Contact(s) shall be the CLFPD Board President and the CLVFD Fire Chief passed unanimously.

**Action:** Pension Board Chair Doug Race, will contact FPPA to update the assigned roles.

**b. SDA Conference** This agenda item has been tabled for the next meeting as agreed upon by the Board.

## **XII As the Board Desires:**

**a.** The Board discussed the need to change the next Regular Board Meeting as statutory guidelines require a proposed budget to be presented to the Board by October 15<sup>th</sup>. The Board agreed to move the next Regular Board Meeting to October 10<sup>th</sup>. Robin Lauric moved to hold the October 17<sup>th</sup> Regular Board Meeting on October 10<sup>th</sup> due to statutory budget regulations. Todd Cook seconded. Discussion: No further discussion.

**Motion:** To move the October 17<sup>th</sup> Regular Board Meeting to October 10<sup>th</sup> due to statutory budget regulations passed unanimously.

**XIII Public Comment:** None

**XIV Announcements:** None

**XV Next Meeting:**

The next Regular Meeting of CLFPD Board of Directors will be held on October 10, 2024, at 6:00pm at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545.

A Pension Board Meeting will immediately follow the Regular Board Meeting on October 10, 2024.

**XVI Adjournment:** The meeting was adjourned at 11:15 am by Chair Lauric.

Attested by:

*Susan W. Vance*

Date: November 1, 2024